

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LEGAL SECRETARY

DEFINITION:

Under direction, to perform the full range of legal secretarial duties for one or more Deputy City Attorneys; to compose and prepare a variety of complex legal documents; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Composes and types transmittal memoranda, letters and a variety of legal documents, such as, notices and orders based on knowledge of the case, legal procedures and/or extracting data from support documents;
- Prepares and processes a wide variety of legal documents, such as complaints, answers to complaints, points and authorities, interrogatories, briefs, summonses, writs, orders, subpoenas, ordinances, resolutions, contracts, agreements, minutes from closed session meetings, and reports to Council and committees;
- Maintains calendar, and schedules and prioritizes a complex number of events in accordance with specific rules and procedures mandated by the courts and the City Attorney's Office;
- Prepares case settlements documents, ensures ordinances are properly prepared, and requests auditor's certificate to certify funds are available;
- Reviews issues surrounding a less complex case assigned to an attorney and gathers substantiating documents, references and background information;
- Verifies legal references with reference books, governmental codes and "state reporters" to ensure that citations are accurate;
- Establishes and maintains case files and ensures files are regularly updated;
- Takes and transcribes legal dictation from dictaphone tapes or attorney notes;
- Operates computer to produce legal documents;
- Schedules and arranges depositions, meetings, and travel plans;
- Responds to inquiries concerning the progress of legal actions;
- Maintains confidentiality of legal documents and communication;
- Prepares requisitions and requests for payment;
- Delivers personal service of documents and court filings as required to meet legal deadlines.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of clerical experience which includes one year of full-time experience performing the full range of secretarial duties involving the preparation of legal correspondence, briefs, pleadings, decisions and other legal documents. Ability to type at a minimum corrected speed of 50 net words per minute.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.